



# Job Description

## Swim Instructor

Regional District of Central Kootenay

**TITLE OF IMMEDIATE SUPERVISOR:** Head Lifeguard

**TITLE OF IMMEDIATE SUBORDINATES:** n/a

**DEPARTMENT:** COMMUNITY SERVICES – Recreation

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### SUMMARY OF POSITION:

The Swim Instructor is responsible for ensuring the safety of participants while providing instruction for preschool, children and adult programs. The individual will be required to work outside of traditional business hours to ensure the fulfillment of customer requirements.

### ROLE AND RESPONSIBILITIES:

As a member of the Aquatic team, responsibilities include, but are not limited to:

1. Directly supervise assigned groups of participants.
2. Organize equipment and materials before and after each lesson.
3. Complete administrative tasks for each lesson.
4. Create a friendly and positive learning environment.
5. Provide a safe environment with an emphasis on the prevention of accidents.
6. Provide facility information for participants including pool guidelines.
7. Demonstrate skills and include a variety of teaching methods of activities.
8. Provide specific feedback in a positive and constructive way.
9. Communicate standard expectations for skills and safety education.
10. Evaluate participant's performance according to Red Cross and/or Lifesaving Society standards.
11. Follow lifeguard direction regarding safety and in the event of an emergency.
12. Follow all facility policies and procedures.
13. Provide excellent customer service to all internal and external customers.
14. Provide guidance to volunteers and practice instructors.
15. Maintain and develop the NDCC image and reputation, via suitable PR activities and dress code.

16. Perform other related duties and responsibilities as required.

**REQUIRED QUALIFICATIONS AND EXPERIENCE:**

- Current Lifesaving Society Swim for Life Instructor Certification.
- Current AED/CPR C recertified annually.
- Bronze Cross.

**PREFERRED QUALIFICATIONS:**

- Standard First Aid.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

- 15 years of age (minimum).
- Strong communication and leadership skills.
- Ability to function effectively as part of a team.
- Independent decision making, problem solving and analytical skills.
- Exceptional customer service skills.

**ACCEPTANCE:**

I have read and discussed the expectations for this position. The associated tasks have been explained to me by my direct supervisor and I am prepared to accept these responsibilities.

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| _____                        | _____                             | _____ |
| Employee Name                | Employee Signature                | Date  |
| _____                        | _____                             | _____ |
| Employer Representative Name | Employer Representative Signature | Date  |